



Development Intern

Position Description

DENVER SCHOLARSHIP FOUNDATION

Denver Scholarship Foundation (DSF) is seeking a Development Intern to join our team. We are looking for a passionate, driven individual who desires to excel within an evolving organization. When you join the DSF team, you will enjoy a supportive, dynamic, and innovative environment where your work makes an impact. As an organization, DSF strives to be a leader in the community by embodying the values of equity, innovation, leadership, learning, relationships, and integrity in everything that we do. If you do too, then we invite you to join us and help make college possible for Denver's students.

DSF is a nonprofit organization whose mission is to inspire and empower Denver Public Schools' students to enroll in and graduate from postsecondary institutions of higher education, by providing the tools, knowledge and financial resources essential for success.

PURPOSE OF INTERNSHIP: This position is a non-paid internship situated within the development department of DSF at our main office. The development intern will work on a variety of tasks with the goal of supporting the development team in cultivating donors, capturing quality donor and partner data, and preparing for key DSF events.

OPPORTUNITIES:

May include but are not limited to:

- Input new contacts into Raiser's Edge and clean previously created data to represent the current status of DSF contacts
- Conduct donor research for fundraisers
- Coordinate donor appreciation and fundraising efforts
- Assist in event preparation including making phone calls, printing and alphabetizing name badges, and preparing event materials
- Proofread partnership proposals
- Serve as a support for the marketing and events team in set-up and break-down for DSF events
- Compile and organize hard copy versions of DSF collateral for historical reference
- Work with development team members and the volunteer manager to provide quality customer service in creating logistical communications and day-of volunteer support for corporate social responsibility volunteer initiatives

QUALIFICATIONS NEEDED:

- Passion for DSF's mission and values
- An interest in working in fundraising and development with a passion for relationship-building with DSF donors, partners, and volunteers and administrative tasks
- Strong attention to detail
- An understanding of the importance of accurate data in building and maintaining strong relationships for a non-profit organization
- Excellent organizational and communication skills
- Reliable, responsible, flexible, and punctual
- Discretion with confidential donor information
- Experience with Google suite (Docs, Sheets, etc.), Excel, Microsoft Word, and other computer applications
- Availability during 9-5pm office hours
- Preferred experience with Raiser's Edge

BENEFITS:

- Benefit from working at one of Denver Post's Top Workplaces (#4): a warm, friendly, equity-focused and diverse organization
- Receive an introduction to fundraising and development work, including best practices in donor stewardship, cultivation and fundraising strategies
- Shadow key DSF fundraisers during donor and partnership meetings
- Gain experience with Raiser's Edge, a constituent resource management software system, utilized throughout the non-profit sector
- Enhance the capacity of the development and fundraising team to ensure DSF programs and administration remain sustainably funded
- Attend gatherings with the opportunity to network with individuals and organizations in the higher education and/or nonprofit sector, as appropriate opportunities arise
- Grow inspired by DSF Scholars and Alumni at workshops, events, and through other volunteer opportunities

CONTACT: Complete the volunteer application on our website at denverscholarship.org/get-involved/volunteer and please include "Development Intern" in the designated internship question block.

The process:

Application: 10-15 minutes

Phone Screening: 30 minutes

Interview with onsite supervisor: 1 hour

Background Check: 5 minutes

Volunteer Orientation: 1 hour

For questions contact Caryn Oppenheim, volunteer manager, at coppenheim@denverscholarship.org or 303.640.6567